

**ASSOCIATION OF SALEM-KEIZER  
EDUCATION SUPPORT PROFESSIONALS  
CONSTITUTION AND BYLAWS**

Revised & Adopted September 23, 2024

## TABLE OF CONTENTS

ARTICLE	TITLE	PAGE
<a href="#">ARTICLE I.....</a>	<a href="#">NAME.....</a>	<a href="#">1</a>
<a href="#">ARTICLE II.....</a>	<a href="#">PURPOSE.....</a>	<a href="#">1</a>
	MISSION CONTINUITY	
	AFFILIATE PARTICIPATION	
<a href="#">ARTICLE III.....</a>	<a href="#">MEMBERSHIP.....</a>	<a href="#">1</a>
	CLASSIFICATION	
	CHANGE IN MEMBERSHIP	
	RETIRED MEMBERS	
	NON-MEMBERS	
<a href="#">ARTICLE IV.....</a>	<a href="#">FINANCES.....</a>	<a href="#">2</a>
	DUES	
	PRESIDENT'S SALARY	
	BUDGET	
	REVIEW	
<a href="#">ARTICLE V.....</a>	<a href="#">EXECUTIVE OFFICERS.....</a>	<a href="#">4</a>
	COMPOSITION & STIPENDS	
	PRESIDENT DUTIES	
	VICE-PRESIDENT DUTIES	
	SECRETARY DUTIES	
	TREASURER DUTIES	
<a href="#">ARTICLE VI.....</a>	<a href="#">NOMINATIONS, ELECTIONS, AND VACANCIES.....</a>	<a href="#">8</a>
	VOTING ELIGIBILITY	
	NOMINATION ELIGIBILITY	
	NOMINATION PROCESS	
	ELECTIONS	
	ATTENDING OEA/NEA REPRESENTATIVE ASSEMBLIES	
	METHOD OF ELECTION	
	TERM/LIMITS OF LEVEL/AREA DIRECTORS	
	REOPENING ELECTIONS	
	VACANCIES	
	ELECTION RESULTS	
	CHALLENGING ELECTION RESULTS	
<a href="#">ARTICLE VII.....</a>	<a href="#">REPRESENTATIVE ASSEMBLY.....</a>	<a href="#">13</a>
	MEMBERS	
	DUTIES	

	BUILDING/SITE REPRESENTATIVE DUTIES	
	MEETINGS	
	SPECIAL MEETINGS	
	ASSOCIATION REPRESENTATION	
	DISTRIBUTION OF REPORTS	
<u>ARTICLE VIII.....</u>	<u>BOARD OF DIRECTORS.....</u>	<u>14</u>
	COMPOSITION	
	ADMINISTRATIVE LEAVE STATUS	
	DIRECTOR CLASSIFICATION	
	VOTING RIGHTS	
	DUTIES	
	MEETINGS	
<u>ARTICLE IX.....</u>	<u>UNISERV PERSONNEL.....</u>	<u>17</u>
	SELECTION	
	DUTIES	
<u>ARTICLE X.....</u>	<u>COMMITTEES.....</u>	<u>17</u>
	PURPOSE	
	COMMITTEE CHAIRS	
	STANDING COMMITTEES	
	JOINT DISTRICT COMMITTEES	
<u>ARTICLE XI.....</u>	<u>RECALL.....</u>	<u>20</u>
	RATIONALE	
	RECALL ELECTION	
<u>ARTICLE XII.....</u>	<u>PARLIAMENTARY AUTHORITY.....</u>	<u>21</u>
	RULES OF ORDER	
<u>ARTICLE XIII.....</u>	<u>AMMENDMENT OF BYLAWS.....</u>	<u>22</u>
	RATIFICATION	
	PROCESS OF PRESENTATION	
<u>ARTICLE XIV.....</u>	<u>DISSOLUTION.....</u>	<u>22</u>
	LIQUIDATING ASSETS	

## ARTICLE I. **NAME**

- A. The name of this Association will be Association of Salem-Keizer Education Support Professionals (ASK ESP), hereinafter referred to as the Association or ASK ESP. The Association will affiliate with the Oregon Education Association (OEA) and the National Education Association (NEA).

## ARTICLE II. **PURPOSE**

### A. MISSION CONTINUITY

- 1. The purpose of the Association (ASK ESP) shall be to apply locally the mission of the National Education Association (NEA) and the Oregon Education Association (OEA):
  - a) The National Education Association's (NEA's) mission is to advocate for education professionals and to unite our members and the nation to fulfill the promise of public education to prepare every student to succeed in a diverse and interdependent world.
  - b) The Oregon Education Association's (OEA's) mission is to unite the public education profession and advocate for those professionals to ensure quality public education for students in Oregon.
  - c) The Association of Salem-Keizer Education Support Professionals' (ASK's) mission is to empower productive, ethical, self-confident community members who are ready to participate in a free and democratic society.

### B. AFFILIATE PARTICIPATION

- 1. To participate in the training activities of the Oregon Education Association and the National Education Association.

## ARTICLE III. **MEMBERSHIP**

### A. CLASSIFICATION

#### 1. Active Members

- a) An active member shall be any classified employee who is employed by the Salem-Keizer School District and who is defined by the ASK ESP Collective Bargaining Agreement as a representative member, including limited term employees.
- b) An active member shall be entitled to all rights and privileges of ASK ESP, the OEA and the NEA, the right to vote, serve as a delegate, and to hold elective or appointive office.
- c) Active membership will be continuous (as long as the membership requirement is met) until the member leaves the

school district or withdraws from membership.

- d) To withdraw from continuing membership, active members must notify both the OEA and the ASK ESP President of their withdrawal, in writing, prior to October 1 of any membership year.

- (1) No resignation shall be valid during a strike authorized by ASK ESP or within fourteen days preceding the commencement of such a strike.

#### B. CHANGE IN MEMBERSHIP

- 1. A member who is removed from the bargaining unit due to change of status shall be allowed to terminate association membership effective the month of the actual change of status.

#### C. RETIRED MEMBERS

- 1. Retired members shall be anyone who is retired from a classified educational position.
- 2. Retired members may attend all meetings, serve on committees and special task forces or do other association work at the direction of the President.

#### D. NON-MEMBERS

- 1. Non-members shall be accorded only the rights and privileges as required by law.
- 2. Non-members may not vote in elections or ratifications nor hold any office in ASK ESP.

### ARTICLE IV. FINANCES

#### A. DUES:

- 1. Dues will be OEA, and NEA annual plus Local Dues. Local dues will be calculated based on a percentage of Range 12 Step 1, 12-month Annual Salary. Each year a formal letter is sent to SKSD, Human Resources department stating the amount of local dues.
  - a. Percentages shall be 0.3015% for October 2024. In October 2025 they will increase to 0.3196%. October 2026 the percentage will be 0.3377%. 2027 and forward dues will be calculated at 0.3377% of Range 12 Step 1, 12-month Annual Salary.
- 2. Dues will be according to OEA categories
- 3. Local dues will be waived for Crossing Guards working 10 or less hours per week
- 4. Dues will be payroll deducted from October to June each fiscal year in nine equal payments.
- 5. Change in dues for active members shall be determined by the ASK Executive Board and ASK Board of Directors and approved by the ASK ESP Representative Assembly (RA).

## B. PRESIDENT'S SALARY:

1. The ASK ESP President's salary will be set at a minimum of Range 19 Step 2.
2. Should a member be elected to this office that is currently at a higher range than stated in this bylaw, their salary will be one step higher than they are currently earning or one range higher if they are on a step 6 of their current range,
3. ASKESP will reimburse the district for the real dollar cost of this position, which is base wages, plus any benefits such as health care, vacation, sick and retirement. This will include future cost of living and any range or step increases to coincide with the bargained contract or any/all financial MOU's impacting salary.

## C. BUDGET:

1. The fiscal year for the Association is September 1 through August 31. Tax year is from September 1 through August 31. Taxes are due each year on January 15. An extension can be filed one time if needed but final return must be submitted by July 15.
2. The annual budget will be prepared each year by the newly elected Executive Board and presented to the Board of Directors at the annual retreat in August. The annual budget will be presented to the Representative Assembly for approval in September.
3. In the event of a natural crisis or district emergency, the annual budget will be presented to the ASKESP Representative Assembly for approval at the first rescheduled in person meeting.
4. The Treasurer or designee (if no treasurer seated) will prepare a financial report monthly for meetings of the Executive Board and Representative Assembly and an annual report for the membership at the end of the year.
5. All budgeted expenditures will be approved and processed by the President and paid by the Treasurer. If there is no Treasurer serving, Treasurer duties fall to the President until a treasurer can be appointed or elected. The annual budget is approved with flexibility; however if a new expenditure not anticipated in the original budget is needed, it will be processed for expediency and discussed with the Board of Directors at the next scheduled meeting. The new expenditure will also be highlighted at the next RA meeting.

6. Association checks will be signed by two of the following: President, Vice President, Treasurer, or Secretary.
7. Approval process to add a signer to the bank account is done at the Associations bank.
8. Minutes stating who the elected officials are will need to be presented to the bank to be added, plus proper identification of each individual.
9. In the event of a natural crisis or district emergency, if two signatures are unable to be obtained, one authorized signature will be allowed for necessary expenditures.

#### D. REVIEW:

1. A Financial Review Committee, appointed by the Executive Board, will review the Association books once (1) every fiscal year, and at the charge of the treasurer or designee.
  - a) The review will take place six (6) months after the year has begun in the month of March.
  - b) The treasurer and or president will assist the committee as requested and report the committee's findings in a written report to the Board of Directors by July 31st of each year.

### ARTICLE V. **EXECUTIVE OFFICERS**

#### A. COMPOSITION & STIPENDS

The Association Executive Board will be composed of the President, Vice-President, Secretary, Treasurer, and Communications Chair.

1. Officers with the exception of the Communications Chair elected to the Executive Board will serve a two (2) year term with a limit of two (2) successive two (2) year terms in the same office. The term of service begins on August 1 and ends on July 31.
2. The communications chair is an appointed position by the Executive Board and Board of Directors. Every two years, the position is reviewed. If in agreement by the Board, and current communications chair, their term of service will be renewed for another year. Terms of service are from August 1 through July 31. If the position becomes unfilled, an advertisement will be placed in the 424 newsletter denoting skills needed to fill the position.

3. Officers receive a stipend for their duties. The stipends are disbursed in four equal installments (with some flexibility) for the year, on 8/1, 12/1, 3/1, and 6/1. Amounts are as follows: President: \$1700; Vice President: \$1,000; Treasurer: \$1,000; Secretary: \$1000; Communications Chair: \$1,000. If an unfilled Officer position is open, until such time it can be filled, the stipend for that position will be disbursed to the officer taking on the unfilled position. Any increase in stipend amounts must be presented and approved by the Board of Directors and the RA at the beginning of the new fiscal year.
4. The Executive Board may declare any Executive Board position vacant in the event of two (2) consecutive unexcused absences.

#### B. PRESIDENT DUTIES:

1. Be released from responsibilities with the school district and be considered a full-time employee of ASK ESP on a salary basis
2. Time keeping records should be completed on a weekly basis and filed in a digital file in the shared drive of [admin@askesp.org](mailto:admin@askesp.org) Recording of vacation, sick and other leave will be noted and given to the District to adjust leave banks.
3. Represent and speak for the Association and therefore be responsible for matters publicized by the Association with the provision to delegate this power.
4. Be responsible for internal and external communications.
5. Hold bi-weekly Executive Committee meetings.
6. Appoint a Parliamentarian and preside over all general membership, Board of Directors, and RA meetings.
7. Appoint a temporary secretary to keep the minutes if the Secretary is unavailable.
8. Appoint with assistance from the Vice-President; chairpersons, members of Standing Committees, Special/Ad hoc Committees/Team, and Joint District Committees. Assist Vice President in the recruitment, training, and maintenance of chairpersons and members of Standing Committees, Special/Ad hoc Committees/Teams, and Joint District Committees.
9. Be an Ex Officio member of all ASK ESP committees, except the Elections Committee.
10. Carry out directives of the Board of Directors and the Representative Assembly.
11. Be a member and participate in the Executive Committee.



12. Be bonded and sign Association financial documents in conjunction with the Treasurer.
13. Appoint members to fill vacancies of the Board of Directors and all Committees when necessary.
14. Provide committee chairs or designees, opportunity to present a written or verbal report to the Board of Directors regarding the progress of the ASK ESP committees.
15. Perform other duties as required to meet ASK ESP Vision, Mission, Core Values and Goals. Grant contract waivers that have received the approval of the Board of Directors.
16. Facilitate and support building representatives with annual membership updates and signing up new members.
17. In conjunction with the Executive Committee and the Board of Directors, review previous year's Vision, Mission, Core Values and Goals, and update as needed. The Vision, Mission, Core Values and Goals, of the Association shall be shared with the Representative Assembly on or before the October RA
18. Serve as member of Oregon Council for Education Support Professionals (OCESP) Caucus Board;
19. Serve as an automatic elected OEA RA delegate and NEA RA delegate;

#### C. VICE-PRESIDENT DUTIES:

1. As necessary be released from responsibilities with the school district to cover Presidential duties should the President take any short term or long term leave.
2. Assume duties of President during the President's absence.
3. Chair, appoint and serve on bargaining team
4. Facilitate and support building representatives with annual membership updates and signing up new members.
5. Represent, advocate, and speak for and on behalf of Association members at all levels, in conjunction with the President.
6. Be a member and participate in the Executive Committee.
7. Be a member of the labor management committee
8. Carry out directives of the Board of Directors and the Representative Assembly.
9. Be bonded and sign Association financial documents in conjunction with the Treasurer at the President's direction or in the absence of the President.
10. Assist the President in developing a budget proposal
11. Assist the President in recruitment, training, and maintenance of

chairpersons and members of Standing Committees, Special/Ad hoc Committees/Teams, and Joint District Committees.

12. Take and monitor attendance at the Representative Assembly (RA)
13. May assist buildings/sites with their Representative elections.
14. Perform other duties required to meet ASK ESP Vision, Mission, Goals, and Core Values.

#### D. SECRETARY DUTIES:

1. Keep accurate minutes and records of all official meetings of ASK ESP general membership, Board of Directors, and Representative Assembly.
2. Take attendance at Board of Directors meetings.
3. Ensure the maintenance of official minutes and other records, designated by the president, at the Association office.
4. Submit a draft of minutes to the President within seven (7) days of meetings.
5. Complete action forms and submit a copy to the President at the end of a meeting of the Board of Directors, RA, or any special meetings where action is requested.
6. Serve as temporary chair if the President and Vice President temporarily relinquish the chair or are absent from any RA or Board of Directors meeting and shall appoint a temporary Secretary to keep the minutes of that meeting.
7. Serve on the Executive Committee.
8. Appropriately manage ASK ESP laptop assigned to the Secretary

#### E. TREASURER DUTIES:

1. Be a member of the Executive Committee and chair the meeting where the annual budget is formulated.
2. Treasurer training required via OEA, possible training needed for QuickBooks online, training will be provided by ASK ESP
3. Disburse funds as authorized by the President.
4. Maintain accurate accounts of receipts and disbursements.
5. Submit a written report of income, expenditures and monthly balance to each RA and a written list of bills paid for each Board of Directors meeting.
6. Be bonded and sign financial documents in conjunction with the President
7. Be responsible for initiating the annual tax return.
8. Act as custodian for designated funds and official fiscal documents.

9. Serve as temporary chair if the President, Vice President and Secretary temporarily relinquish the chair of any RA or Board of Directors meeting and shall appoint a temporary secretary to keep the minutes of that meeting.
10. Review end of year budget summary with Board and present budget proposal for next year at the first official Board Meeting of the year.
11. Present to Board of Directors recommended budget proposal for first/second readings at the August and September RA.
12. Keep accurate financial records for the Association;
13. Pay all bills as authorized and approved by the President
14. Cause financial review to be completed in March

## ARTICLE VI. **NOMINATIONS, ELECTIONS AND VACANCIES**

### A. VOTING ELIGIBILITY

1. Only ASK ESP active members will vote in elections.

### B. NOMINATION ELIGIBILITY

1. Any active member will be eligible for local election following nomination guidelines as follows: The deadline for nominations will be publicized so that every member who desires to run for office will have an adequate opportunity to do so.

### C. NOMINATION PROCESS

1. Nominations for open Board Director or Executive Officer positions shall be by petition of at least ten (10) ASK ESP active members or by floor nomination during a Representative Assembly meeting to include a second from an ASK ESP active member prior to the election for the position being nominated. Nominations for these positions will be open every year on March 1, and will be held open for approximately two weeks.
2. Each nominee shall submit a maximum one page statement of qualifications, to include name, current district position, and any applicable leadership experience, to the Elections Committee by nomination deadline. The statement of qualifications will be formatted and published to the ASK ESP website for member access.
  - a) In the event that any classification specific director position

remains unfilled after reasonable recruitment search is conducted, that director position may be temporarily reassigned as an additional “At Large” Director position until the next election cycle for that position, at which time it will again be assigned under the classification specific director title.

3. Any regional, state, or national candidate must qualify per specific guidelines as published by OEA and/or NEA.

#### D. ELECTIONS:

1. Executive Board Officers will be elected as follows, terms of service from August 1 through July 31. Election period for these positions will open the first week of April and remain open for a period of ten days, including Saturday and Sunday.
  - a) The following in odd number years
    - (1) President
    - (2) Secretary
  - b) The following in even numbered years:
    - (1) Vice President
    - (2) Treasurer
2. The Board of Directors will be elected as follows, terms of service from August 1 through July 31.
  - a) The following in odd number years
    - (1) Library Media Director
    - (2) Maintenance/Trades/Skilled Director
    - (3) Minority Director
    - (4) Student Services Staff Director
    - (5) At Large Director I
    - (6) At Large Director III
  - b) The following in even numbered years:
    - (1) Clerical Director
    - (2) Custodial Director
    - (3) Para-Educator Director
    - (4) Technology Director
    - (5) Transportation Director
    - (6) At Large Director II

3. In the event of a natural crisis or district emergency that would interfere with the above dates, elections will be postponed until the next in person ASK ESP RA in order for nominations to be opened.
  - a) The executive board will have the authority to move the timeline of elections and voting in the event of the criteria outlined in section.
  - b) The executive board members will retain their positions and voting rights until elections can be safely held.
4. Delegates to the Oregon Education Association Representative Assembly (OEA RA) and National Education Association Representative Assembly (NEA RA) will be elected to two (2) year terms between January 15 and February 15, one-half of the delegate seats to be elected each year. Delegates will take office on August 1 and continue until July 31. The elected President will serve as an official OEA RA/NEA RA delegate.
  - a) If a tie should occur that affects the outcome of the election, a run-off election will be held.
    - (1) All run-off elections must be held between September 1 and May 31.
  - b) Should the maximum number of OEA and/or NEA Delegates be unfilled, resulting in open representative seats for any year's OEA and/or NEA RA, any ASK ESP Association Representative may petition to fill a Delegate position as a Temporary Delegate.
    - (1) by obtaining no less than ten (10) signatures of active member support and submitting those signatures along with Representative's name, current district position, and any applicable leadership experience to the Board of Directors.
    - (2) Board of Directors will submit their recommendation for Temporary Delegate appointment to the Association President.
    - (3) Association President will obtain a vote of the Executive Board and Board of Directors to appoint the Temporary Delegate.
    - (4) Temporary Delegates will serve a one (1) year term from

the date of their appointment.

#### E. ATTENDING OEA/NEA REPRESENTATIVE ASSEMBLIES

1. Delegates attending the OEA and/or NEA RA will be selected according to budget availability and by lottery selection in March.
2. Association President will have first right of refusal for attending either RA.
  - a) Association Vice President will assume the place of the President should the President be unavailable
    - (1) If neither the President nor Vice President are available to attend, the President may assign an Association Representative to attend in their stead.
    - (2) If selected to attend the OEA or NEA RA, delegates will attend all pre- and post-assemblies and delegate caucuses.
    - (3) Attend meetings of the ASK Board of Directors and ASK RA, as requested by the President.

#### F. METHOD OF ELECTION for Board of Director and Executive Board positions

1. Nominations
  - a) Nominees must be active Association members who are currently working in the position they are running to represent (i.e. Transportation Director may be represented by school bus driver, bus mechanic, dispatcher, etc.).
2. Elections
  - a) Elections shall be conducted according to rules established by the Elections Committee and adopted by the RA in September.
  - b) Only ASKESP members shall vote for nominees.
  - c) Nominees can only run for one position (board director/officer) at a time.

#### G. TERM/LIMITS OF LEVEL/AREA DIRECTORS

1. All directors shall serve two-year terms and may be elected to no more than two successive two-year terms for any one position.

H. REOPENING ELECTIONS The officer(s) or director(s) position will be reopened for election if the following circumstances occur:

1. A candidate withdraws after the ballots have been delivered; AND
2. The withdrawn candidate receives enough votes to affect the outcome of the election.

#### I. VACANCIES

1. Should a vacancy occur in the Executive Board following offices;
  - a) President: the Vice-President will become President.
  - b) Vice-President, Secretary, Treasurer or Director(s): the Executive Board will appoint an interim successor and an election to fill the office(s) will be held during the next regularly scheduled Officer/Director election to fill the remainder of the vacated term of office.

#### J. ELECTION RESULTS

1. An ASK-ESP Board member will serve as a liaison to the Election Committee, announcing the results of the election to the Representative Assembly after notifying the President and the candidates. A written report of the election results will be submitted to the Association President. Name and address of all local officers, directors, and delegates will be sent to the OEA office within the first two weeks of June.

#### K. CHALLENGING ELECTION RESULTS

1. Any Association member may challenge the election procedures or election results.
  - a) Challenges must be filed with the Association Board of Directors within thirty (30) days after the election results have been accepted by the Representative Assembly.
  - b) After a challenge has been filed, the members challenging the election procedures or results must present their challenge to the Association Representatives at the next Representative Assembly.
  - c) Challenge must include:

- (1) Name of challenger
- (2) Factual list of challenge accusations
- (3) Any evidence supporting accusations

d) After the challenge is presented, Association Representatives will vote on whether or not to accept the challenge

- (1) If a challenge is not accepted by the Association Representatives, the original election results will be upheld and no further action is necessary.
- (2) If a challenge is accepted by the Association Representatives, a revote will be triggered.

## ARTICLE VII. **REPRESENTATIVE ASSEMBLY**

### A. MEMBERS

- 1. The Representative Assembly (RA) shall include members of the Executive Board and Board of Directors and Representatives from each building/site.
- 2. Building/Site Representatives shall submit an application to be approved for Association Representative. There may be more than one Association Representative at each site to work as a team and to help represent members at the building site.

### B. DUTIES

- 1. The RA shall:
- 2. Direct and approve policy for ASK
- 3. Approve the annual ASK budget.
- 4. Approve the ASK membership dues.
- 5. Act on reports as appropriate and needed.
- 6. Approve short and long-term goals for ASK

### C. BUILDING/SITE REPRESENTATIVES DUTIES:

- 1. Attend meetings of the Representative Assembly.
- 2. Call meetings of ASK members in their buildings to discuss Association business.
- 3. Appoint faculty committees as required.
- 4. Enroll new members and update member information.
- 5. Ensure communication with the buildings/sites and ASK leadership.

### D. MEETINGS

- 1. Regular Meetings
- 2. The RA shall hold a minimum of nine (9) regular meetings during the school year. b. The President shall circulate the agenda to all RA members prior to the meeting.



3. **All Representative Assembly meetings will be open to the general membership in observer capacity.** Furthermore, the Executive Board will have provision for the general membership observers to be heard in an open and orderly manner at all Representative Assembly meetings.

#### E. SPECIAL MEETINGS

1. Special meetings of the RA shall be held at the call of the President or upon written request to the President of Representatives from seven (7) buildings/sites.
2. The special meeting will be held within five (5) working days after receipt of the request.

#### F. ASSOCIATION REPRESENTATION:

1. For purposes of voting each site will be entitled to one (1) representative for each multiple of ten (10) members or fraction thereof. (Example: a site with twenty (20) members will be entitled to two (2) voting representatives. A site with twenty-one (21) members will be entitled to three (3) voting representatives.

#### G. DISTRIBUTION OF REPORTS

1. The Representative Assembly will receive up-to-date reports from the officers, committee chairs, OEA staff and special task forces. The Representative Assembly will approve the Association's annual budget, approve Executive zones (if any) and adopt major policies referred by the Executive Board.

### ARTICLE VIII. **BOARD OF DIRECTORS**

#### A. COMPOSITION

1. The Board of Directors will be composed of the President, Vice-President, Secretary, Treasurer, Communications Chair, District 24 OEA Board Director and twelve (12) Directors.

#### B. ADMINISTRATIVE LEAVE STATUS

1. Once elected, any Board of Director who is put on either paid administrative leave or unpaid administrative leave, by SKSD shall inform the President, and that Director shall temporarily resign their position until the outcome of the investigation is complete. Depending

on the outcome, it may be necessary for the Director to resign completely from the Board.

### C. DIRECTOR CLASSIFICATION

1. If elected to any Board of Director position, the Director may request the Executive Board to have a co-director serve also. The duties would be distributed equally, and the co-director would need to be approved as an appointed position by the ASK ESP Executive Board
2. Directors will be members of the following classification groups:
  - a) Library Media Director;
  - b) Clerical Director;
  - c) Maintenance/Trades/Skilled Director;
  - d) Custodial Director;
  - e) Racial Equity and Civil Rights Director;
  - f) Para-Educator Director;
  - g) Student Services Staff Director;
  - h) Technology Director;
  - i) Transportation Director;
  - j) At Large Director I;
  - k) At Large Director II;
  - l) At Large Director III.
3. All Board Director members will be elected school district wide. The OEA/NEA UniServ Consultant(s), immediate past-president and committee chairs will serve as non-voting members of the Board of Directors.

### D. VOTING RIGHTS

1. Voting members of the Board of Directors shall include:
  - a) The ASK ESP Executive Committee
    - (1) President (votes per Robert's Rules of Order)
    - (2) Vice President
    - (3) Secretary
    - (4) Treasurer
    - (5) Directors listed in Article VIII.D.1
2. Non-voting members shall include:
  - a) The Immediate Past President, at the discretion of the ASK ESP

Board.

- b) The UniServ Consultant(s);
- c) The OEA-PIE Board Director for ASK ESP
- d) The OEA-LAC Director for ASK ESP

## E. DUTIES

### 1. Board of Directors Members shall:

- a) Attend all Board of Directors meetings or advise President or Vice President of any unavoidable absence.
- b) Attend all RA meetings and act in an advisory capacity.
- c) Be responsible for the management of the Association.
- d) Be responsible for Association Representatives at their assigned locations (list is distributed).
  - (1) Check in with Association Representatives bi-weekly, to help assist with any questions concerns, the building may have, and to encourage the association representatives to check in with any new members to speak to union membership, encourage representatives to hold monthly meetings and update building bulletin board.
- e) Implement policies adopted by the RA.
- f) Develop and propose short and long-range goals and objectives.
- g) Administer the program budget.
- h) Approve Presidential appointments.
- i) Advise and consult with the UniServ Consultant.
- j) Participate in the hiring of the SKEA UniServ Consultant.

### 2. Immediate Past President shall:

- a) Be approved to serve as a non-voting member of the board by a simple majority vote at the first board meeting of the year.
- b) Act in an advisory capacity to the President and Board of Directors for one year following the end of their completed term.
- c) In the event the immediate past president is unable to serve; the previous past president may be asked to serve in the role of Past President for the incoming Association President.

### 3. OEA Board Directors for ASK shall:

- a) Report monthly to and act in an advisory capacity to the SKEA Board of Directors and RA.
- b) Act as a liaison between ASK and OEA.

- c) Represent the ASK at OEA and advocate for the ASK interests.

## F. MEETINGS

### 1. Regular Meetings

- a) The Board shall meet once each month except July.
- b) Any meeting of the Board of Directors may be canceled at the request of a majority of the Board.
- c) Any ASK ESP member may attend and speak when recognized by the President and when the Board is not in Executive Session.

### 2. Special Meetings

- a) Special Meetings may be called by the President or at the written request letter or e-mail of at least two members of the Board.
- b) At least two days (48 hours) written notice by phone, or e-mail to all Board members is required to call a Special Meeting.
- c) Notice may be waived in case of an emergency, based on unanimous Executive Committee decision.

### 3. Quorum:

- a) A majority of the voting members of the Board shall constitute a quorum. A quorum is required to conduct business.

## ARTICLE IX. **UNISERV PERSONNEL**

### A. SELECTION

- 1. The UniServ Personnel shall be selected by the Board of Directors under the policies established by the OEA and consistent with NEA UniServ Guidelines.

### B. DUTIES

- 1. In serving member's needs collaboratively and in partnership with ASK, the UniServ Personnel shall be directed by the ASK President, ASK Board of Directors, ASK Representative Assembly, OEA Administrative Rules, the OEA/NEA UniServ contract and NEA UniServ Guidelines.

## ARTICLE X. **COMMITTEES**

### A. PURPOSE

1. Committees are advisory to the Executive Board.
2. Committees will be provided with a specific charge each year. The President may appoint other committees and task forces as needed. The President will submit recommendations for committee chairs to the Executive Board for approval.

B. COMMITTEES CHAIRS:

1. Plan and submit an agenda
2. Meet regularly with their committees and send out calendar invites of meetings
3. Order food if necessary, submit receipt to President
4. Maintain written records of the committee;
5. Establish written policy and procedures.

C. STANDING COMMITTEES:

1. The Bargaining Committee
  - a) Develops the Association rational for positions on salaries, fringe benefits and conditions of employment after surveying the membership.
  - b) Employee classifications will be represented on the Bargaining Committee by one member from the following areas:
    - (1) Transportation
    - (2) Maintenance
    - (3) Instructional
    - (4) Secretarial/Clerical
    - (5) Custodial.
    - (6) Other members will be appointed at large.
    - (7) The President and Vice-President will be the representative of their classifications.
2. Grievance Committee
  - a) Assists in the processing of the grievances and makes recommendations to the Executive Board on taking grievances to arbitration.
3. Racial Equity and Civil Rights Committee
  - a) Encourages participation of the ethnic minority and other minority

groups within the Association. The committee will communicate issues and concerns to the Executive Board.

#### 4. Elections Committee

- a) Mandated to meet local, state and national election deadlines.
- b) Election Chair cannot be a candidate for local office for that year.

#### 5. Bylaws Committee

- a) Presents bylaws changes to the Executive Board and Representative Assembly.
- b) In the event of a natural crisis or district emergency, bylaw changes may be enacted for an interim period by the executive board in order to facilitate operations until the next in person ASK ESP RA.

#### 6. Communications Committee: Meets monthly to discuss and produce appropriate communications to membership including the 424 newsletter, assists in updating the website including the Association's social media.

#### 7. Grants and Awards Committee:

- a) Publicizes, sets deadlines, creates rubrics, and scores grant/award opportunities available directly to members, funded through ASK ESP, OEA and/or NEA.
- b) Report selections to the President or designee.
- c) Opportunities include, but not limited to:
  - (1) ASK ESP Wellness Grants
    - (a) Wellness Grants will be available to ASK ESP members applying on behalf of classified staff at their worksite.
    - (b) Grant money awarded will be determined by the number of classified employees at the applicant's worksite multiplied by the budget allotment per classified staff determined by the Grants and Awards Committee in the current fiscal year or by the amount requested by applicant, whichever is less.
    - (c) Wellness Grant applications are due by April 30th of each year.
  - (2) ASK ESP Senior Scholarships

- (a) Scholarship award amounts will be determined by the Grants and Awards Committee by March 1st of each year.
- (b) Scholarship applications will be sent out to members via email by April 1st of each year
- (c) Scholarship application deadline will be May 1st of each year.
- (3) Miscellaneous Expense Requests
  - (a) Any ASK ESP member may submit a request for miscellaneous expense approval for spending that benefits members or Salem-Keizer Public Schools students by submitting an outline of the following:
    - (i) Purpose of Expenditure
    - (ii) Date funding needed
    - (iii) Itemized list of costs
    - (iv) Name of member requesting
    - (v) Needs statement
  - (b) Request will be reviewed by the Grants and Awards Committee and submitted to the Board of Directors for approval by majority vote.

#### D. JOINT DISTRICT COMMITTEES

1. Joint District Committees are established through the Collective Bargaining with the Salem Keizer School District. (See the Collective Bargaining Agreement for the specifics on Joint Committees. The Collective Bargaining Agreement supersedes the Bylaws. The committees are merely listed in these Bylaws for ease of reference.)
  - a) Calendar Committee
  - b) Safety Committee
  - c) PACE Committee
  - d) Staff Development Committee
  - e) Sick leave Bank Committee

### ARTICLE XI. **RECALL**

#### A. RATIONALE

1. Officers, Directors, or Association Representatives may be recalled for any of the following offenses against this Association:
  - a) Advocating, encouraging, or attempting to bring about the secession from the Association or of any member or group of members.

- b) Violation of any provision of this Constitution and Bylaws therein.
  - c) Making known the business of any affiliation of the Association to management officials of any agency or other persons not entitled to such knowledge.
  - d) Engaging in conduct unbecoming an Association member.
  - e) Engaging in gross neglect of duty or conduct constituting misfeasance or malfeasance in office as an officer or representative.
  - f) Incompetence, negligence or insubordination in the performance of official duties by officers or representatives or failure or refusal to perform duties validly assigned.
  - g) Committing any act of fraud, embezzlement, mismanagement or appropriating to one's own use of any money, property, or thing of value belonging to the Association including, violation of State/Federal law.
  - h) Refusing, failing or neglecting to deliver at specified periods or on demand, in accordance with this Constitution and Bylaws, a full and accurate account of all monies, properties, books, and records for examination and review.
  - i) Assisting, counseling, or aiding any member or officer of the Association or any of its affiliates to commit any of the offenses herein set forth.
2. In the event of a national crisis or district emergency, the executive board will not be held accountable for meeting timelines or actions necessary for day to day operations in accordance with the constitution and bylaws during that time.

## B. RECALL ELECTION

1. A recall election for elected positions will be held if a petition specifying charges and requesting such an election is approved by a simple majority of attending members at the RA in which the petition is presented and is filed with the Association Secretary.
  - a) The election will be held within thirty (30) days from the date the petition is filed.
  - b) The ballot will state: "Will \_\_\_\_\_(name)\_\_\_\_\_ be recalled from office for the following reasons? (list the charges from the petition) Yes or No?"
  - c) The local Elections Committee will count the ballots and certify



the results.

d) Voting will be done in accordance with local election rules.

## ARTICLE XII. **PARLIAMENTARY AUTHORITY**

### A. RULES OF ORDER

1. The rules contained in the Current Edition of Robert's Rules of Order, Newly Revised will govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

## ARTICLE XIII. **AMMENDMENT OF BYLAWS**

### A. RATIFICATION

1. The Representative Assembly may adopt amendments to these Bylaws by a two thirds majority of those voting at any regular meeting provided that amendments have been introduced and read at each of two consecutive regular meetings of the Representative Assembly and that copies of proposed amendments have been distributed to members of the Assembly for general membership discussion.
2. Bylaw changes will take effect upon approval by the Representative Assembly.

### B. PROCESS OF PRESENTATION

1. Amendments may be presented by:
  - a) The Association Board of Directors.
  - b) A majority vote of the Representative Assembly at a preceding meeting of the Representative Assembly.
  - c) A petition of any twenty Association members with original signatures and clearly stated bylaw attached.
  - d) An Association committee seated by Bylaws or Representative Assembly action.

## ARTICLE XIV. **DISSOLUTION**

### A. LIQUIDATING ASSETS

1. In the event of the dissolution of the Association of Salem Keizer Education Support Professionals, the current executive board at that time will be in charge of liquidation of the assets by a vote of the

majority.